

Material Handling Rates



Material Handling Rate Schedule

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance, beginning September 16, 2014, at the warehouse address, deliver to booth, handle empty containers to and from storage and remove from booth for reloading onto outbound carriers. Material Handling services, whether used completely or in part only, are offered as a package and the charges will be based on the total weight of the inbound shipment, rounded off to the next cwt.

Rates are for straight time only

Description	Rate per cwt	Minimum Charge
	200 lb minimum charge	
Advance to Warehouse: Crated (overtime not included)	\$ 60.50	\$ 121.00
Direct to Show site: Crated (overtime not included)	\$ 60.50	\$ 121.00
Advance to Warehouse: Special Handling (overtime not included)	\$ 78.75	\$ 157.50
Direct to Show site: Special Handling (overtime not included)	\$ 78.75	\$ 157.50
Direct to Show site: Uncrated, Un-skidded, or Wrapped (overtime not included)	\$ 90.75	\$ 180.50
Freight not received at warehouse prior to October 7, 2014 [See Shipping Instructions & Material Handling information form] and freight received at Show site after show opening— add to above rates.	Warehouse: \$ 18.25	\$ 36.50
	Show Site: \$ 18.25	\$ 36.50
If moved in or out on overtime—add to above rates (Straight Time rate applies 8am-4:30pm, M-F)	\$15.25 per cwt ea way	
Small Package Fee	\$34.00 for 1st pkg / \$13.50 ea add'l pkg	

SMALL PACKAGE RATE: applies to a show site delivery of a single piece shipment from UPS, FedEx or overnight carrier weighing less than 35lbs.

Additional Services (order at show site)		
Shrink Wrap	\$ 75.00 per skid	
Metal Banding	\$ 75.00 per skid	

Calculate Estimated Material Handling Charges

Carrier(s)	Tracking #	Date of Arrival	# Pieces	Est. Weight cwt	Rate per cwt	Estimated Cost 200 lb minimum
					X	=
					X	=
					X	=
					TOTAL	

Show site Contact _____

Show site Phone _____

☐

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

aimexpo

IT SHOWS WHEN YOU USE BREDE / ALLIED



Find more on Bredeallied.com



Cartload Service

Personally Owned/Operated Vehicle (POV) (Not needing dock slip)

Cartload service is available at the Orange County Convention Center for cars, pick-up trucks, SUVs and Minivans ONLY. All other vehicles would be handled at material handling rates.

For a nominal fee of \$61.50 per 30 minutes - one way; workers equipped with a flat cart will assist POV's unload/load.

Cartload Service is available during move-in:

Tuesday, October 14, 2014 8:00 AM — 5:00 PM
Wednesday, October 15, 2014 8:00 AM — 5:00 PM

Cartload Service is available during move-out:

Sunday, October 19, 2014 5:00 PM — 10:00 PM
Monday, October 20, 2014 8:00 AM — 5:00 PM

The amount of time a car, pick-up truck, SUV or Minivan is in the loading area and/or freight receiving area will be monitored to ensure compliance with the Orange County Convention Center. Any vehicle left unattended at any time in the loading areas will be towed at the owner's expense. Cartload service is intended to facilitate move-in/move-out for those Exhibitors requiring minimal assistance. Payment will be requested on-site at the exhibitor service center.



Find more on Bredeallied.com

MATERIAL HANDLING POLICY AND GUIDELINES

- Shipments should not be addressed to the Hotel or Convention Center, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.
- Remove all outdated shipping labels prior to shipment.
- All shipments should be made on a Brede/Allied bill of lading. It is understood that all shipments are released to us at a value not to exceed 30¢ per pound with a maximum of \$50.00 per article.
- Please forward copies of all bills of lading to Brede/Allied. This will assist in the tracing of shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since no tracing can be done without these. Copies of these should also be given to your representative at the show.
- Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Any single piece, due to its size, that cannot be fitted through doorway or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by Brede/Allied at the exhibitor's expense. Please contact Brede/Allied prior to shipping this type of shipment.
- Brede/Allied will not be responsible for the count or content of material if left in the booth prior to Brede/Allied taking physical count and possession in preparation to moving such material.
- All outbound shipments must be tendered with a Brede/Allied bill of lading.
- Make certain all of your materials are properly insured against fire, theft and all hazards while in transit to and from the convention, moving to and from your booth, and for the duration of the convention. This can usually be done with "riders" to your existing insurance policies.
- Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by Brede/Allied.
- Brede/Allied assumes no responsibility for concealed damage.
- Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
- Brede/Allied as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
- Any shipment not handled by Brede/Allied, but for which Brede/Allied is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.

The responsibility of Brede/Allied with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.

IF THE CARRIER DESIGNATED AND ARRANGED FOR BY YOU FAILS TO PICK UP YOUR OUTBOUND FREIGHT PRIOR TO THE DESIGNATED TIME, WE WILL RE-ROUTE YOUR FREIGHT IN ORDER TO CLEAR THE EXHIBIT HALL. SO THAT WE MAY RE-ROUTE YOUR FREIGHT TO MOVE BY THE PROPER MEANS OF TRANSPORTATION, PLEASE FILL IN THE INFORMATION BELOW.

Ship to: _____
 Street Address _____ City/State/Zip Code _____
 Type of Carrier _____ Air _____ Motor Freight _____ Van Lines _____
 EVENT OR SHOW _____ AIMEXPO 2014 _____ HALL OR HOTEL _____ ORANGE COUNTY CONVENTION CENTER _____
 COMPANY NAME _____ BOOTH # _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 TELEPHONE _____ FAX _____ EMAIL _____
 AUTHORIZED BY (please print or type) _____ SIGNATURE _____



Special Handling



Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad shipments only or stacked shipments. Also included are shipment integrity, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to exhibitors.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (i.e. Federal Express, UPS, DHL, etc) without individual bills of lading. These shipments require additional labor, time and equipment to process.

What about carpet only shipments?

Shipments that consist of carpet and/or carpet padding only require special handling if additional labor, time or equipment is required to unload.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those packed in any type of shipping container that can be unloaded at the dock with no additional handling (including crates, fiber cases, cartons and properly packed skids). Uncrated shipments are material that is shipped loose, pad wrapped, unskidded, or skidded without proper lifting bars and hooks.



Limits of Liability



YOU ARE ENTERING A CONTRACT, WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Brede/Allied and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED: OR EXHIBITOR'S MATERIALS ARE DELIVERED TO BREDE/ALLIED'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH BREDE/ALLIED IS THE OFFICIAL SHOW CONTRACTOR, OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH BREDE/ALLIED.

- It is understood that Brede/Allied and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Brede/Allied hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Brede/Allied and its subcontractors do not provide for full liability should loss or damage occur.
- Brede/Allied and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage. Brede/Allied and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
- Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Brede/Allied or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), Exhibitor recognizes there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. All bills of lading covering outgoing shipment(s) submitted to Brede/Allied or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
- Brede/Allied shall not be liable for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any other cause beyond its controls.
- Brede/Allied shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, or for any other special, incidental or consequential damages.
- It is agreed that if Brede/Allied or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Brede/Allied, its subcontractors or their employees.
- Brede/Allied shall not be liable for damage to exhibitor's materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative.
- Brede/Allied and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts of freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures. Such shipments will be delivered to booth without guarantee of piece count or condition.
- Empty container labels will be available at the Service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for **empty storage only**, and Brede/Allied and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
- In order to expedite removal of materials from the show site, Brede/Allied shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by Brede/Allied at show site. Brede/Allied assumes no liability as a result of such re-routing or handling.



Find more on Bredeallied.com

Motorcycle/Vehicle Spotting Service



Motorcycle Rolling fee - includes labor to spot motorcycles and all terrain vehicles from unloading area to your booth & return (Exhibitor must supervise). The rate is \$39.00 round trip. This service is optional. Motorcycles/small trailers can be self-unloaded and brought to your booth.

Vehicle Spotting fee - includes labor to spot automobiles, trucks and all other large vehicles from unloading area to your booth & return (Exhibitor must supervise). The rate is \$138.50 round trip. ***It must be driven by the exhibitor or towed to the booth under Brede/Allied supervision. If the exhibitor is not present the Spotting fee will not apply and Material Handling rates will be charged.*** The same procedure will be used for loading during the move-out.

PLEASE NOTE – IF YOUR VEHICLE IS LIFTED OFF FLAT BEDS OR OTHER TYPE OF TRAILERS, USING OUR EQUIPMENT, ADDITIONAL CHARGES FOR THE LIFT/S AND DRIVER/S WILL BE ADDED AND YOU WILL NEED TO SIGN A LABOR TICKET.

UNCRATED VEHICLES WILL NOT BE ACCEPTED AT ANY LOCATION OTHER THAN THE ORANGE COUNTY CONVENTION CENTER.

Please review the following Fire Marshal regulations regarding VEHICLES/COMBUSTION ENGINES:

- A. At least one battery cable must be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- B. All motor vehicles tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. ***Fuel tanks may not contain more than one-half capacity or ten (10) gallons of fuel whichever is less.***



Shipping Information



Brede/Allied will receive your shipment(s) either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice. Ship prepaid, collect shipments will not be accepted.

SHIPPING INFORMATION	
<p><u>Advance Warehouse:</u> Must arrive no later than, Tuesday, October 7, 2014 to obtain advance pricing.</p>	<p>AIMEXPO 2014 Brede/Allied Company Name & Booth # 2502 Lake Orange Drive Orlando, FL 32837</p>
<p><u>Direct - Show Site:</u> Must not arrive prior to, Tuesday, October 14, 2014</p>	<p>AIMEXPO 2014 Brede/Allied Company Name & Booth # @ Orange County Convention Center Hall WA3-4,B1-B3 9800 International Drive Orlando, FL 32819</p>

For rates see the [Material Handling Order Form](#).

ADVANCE SHIPMENTS TO BREDE/ALLIED WAREHOUSE - crates, cartons, fiber cases only:

Rates include:

- Unloading crated materials. The warehouse cannot receive uncrated shipments.
- Storing at the warehouse for up to 30 days.
- Reloading onto our trucks and delivery to the exhibit site.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading out freight for return onto your carrier

DIRECT SHIPMENTS TO EXHIBIT SITE:

Rates include:

- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.



Find more on Bredeallied.com

Shipping Information (continued)

Read the "LIMITS OF LIABILITY & RESPONSIBILITY" form included in this service manual for extremely important information concerning shipping and Material Handling.

Please prepay all shipping charges. Brede/Allied cannot accept or be responsible for collect shipments.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to Brede/Allied and the name of your on-site representative.

Certified weight receipts are required for all shipments. Brede/Allied will estimate weight for private vehicles without certified weight receipts.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each bill of lading.

All shipments must be consigned C/O Brede/Allied to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Labor and equipment for unloading and loading are included in the Material Handling rates. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor with the "Labor" order form included in this service manual.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Shipping cartons will be picked up, stored and returned after the show if they are affixed with "Empty" labels by the exhibitor. These labels will be available at the Brede/Allied service desk and are for **empty storage only**.

Shipping information, bills of lading and labels will be available at the Brede/Allied service desk. *Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.*





EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY

MUST ARRIVE NO LATER THAN OCTOBER 7, 2014, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

AIMEXPO 2014

BREDE/ALLIED

2502 LAKE ORANGE DRIVE

ORLANDO, FL 32837

CARRIER _____ NO. _____ OF _____ PIECES _____

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com



EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY

MUST ARRIVE NO LATER THAN OCTOBER 7, 2014, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

AIMEXPO 2014

BREDE/ALLIED

2502 LAKE ORANGE DRIVE

ORLANDO, FL 32837

CARRIER _____ NO. _____ OF _____ PIECES _____

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Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Important note: Hazardous materials will not be accepted at the warehouse.



EXHIBITION MATERIAL

FOR SHOW SITE SHIPMENT ONLY
MUST NOT ARRIVE PRIOR TO OCTOBER 14, 2014

COMPANY NAME: _____ Booth # _____

AIMEXPO 2014

BREDE/ALLIED

@ ORANGE COUNTY CONVENTION CENTER

HALL WA3-4,B1-B3

9800 INTERNATIONAL DRIVE

ORLANDO, FL 32819

CARRIER _____ NO. _____ OF _____ PIECES _____

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com



EXHIBITION MATERIAL

FOR SHOW SITE SHIPMENT ONLY
MUST NOT ARRIVE PRIOR TO OCTOBER 14, 2014

COMPANY NAME: _____ Booth # _____

AIMEXPO 2014

BREDE/ALLIED

@ ORANGE COUNTY CONVENTION CENTER

HALL WA3-4,B1-B3

9800 INTERNATIONAL DRIVE

ORLANDO, FL 32819

CARRIER _____ NO. _____ OF _____ PIECES _____

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2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Important note: Hazardous materials will not be accepted at the show site.



*Partners
In
Excellence*



October 16-19, 2014
Orange County Convention Center

EXPERIENCE THE DIFFERENCE

Global/Airways has been handling trade show freight for more than 30 years & we provide a very unique & quality transportation service to the Trade Show Industry. We are, without a doubt, the most experienced and qualified cargo Logistics Company in the trade show industry. Ship with us one time and you'll see the difference.

PERSONAL PERSONNEL

At Global/Airways, each trade show is assigned at least one operations manager in charge of making sure your shipments are on-time every time and within budget, both in-bound and out-bound. When Global/Airways has 'official carrier' status, numerous Global/Airways personnel are on-site providing you around the clock, personal assistance from some of the finest trade show freight professionals in the industry. Our customer service staff is the most qualified, knowledgeable & efficient in the business. This level of customer service ensures constant computerized tracking of all shipments, as well as, clear, precise communications from the initial call for service through completion. Global/Airways has a track record of over 30 years of exceeding our client's needs & expectations.

RIGHT ON TRACK

Global/Airways utilizes only the latest state-of-the-art tracking technology for your shipments. Which means you're never out of touch with your vital cargo? And we consistently have the highest on-time performance record in the business. That's why so many shows around the world choose Global/Airways as their official carrier.

BY LAND, BY AIR, BY SEA

Global/Airways utilizes a solid lineup of first class carriers - trucking, ocean, airlines, and special air couriers - standard and charter - all experienced in trade show freight. We even offer exclusive truck caravans for show-to-show shipping. At Global/Airways, we look at your needs and develop a program specifically tailored to fit those unique requirements. Same day, next day, 3-5 day time-definite deferred, LCL, FCL, LTL, FTL, exclusive use vehicle, special consolidations, warehousing, oversized freight - there is no project we can't handle for you.

POWERFUL RELATIONSHIPS

Our strong long-term partnerships overseas allow us to expedite international as well as all trade show cargo delivery. Proper paperwork is a key to delivering your booth on time and we make sure it's done right the first time.

"Every Shipment Deserves World Class Care!"

Global Shipping / Airways Freight Land • Air • Sea
25255 Cabot Road, Ste 212, Laguna Hills, CA 92653 (888) 412-5344 toll free (949) 699-1491 office (949) 699-1495 fax
Web Site: www.trustglobal.com Quote Request: jeff@trustglobal.com



**GLOBAL
SHIPPING
ALLIANCE**

PARTNERS IN EXCELLENCE WITH
AIRWAYS FREIGHT
LAND • AIR • SEA

REQUEST A SHIPPING QUOTE



**October 16-19, 2014
Orange County Convention
Center
Orlando, FL**

**TO REQUEST A QUOTE: PLEASE COMPLETE THIS FORM & FAX IT TO 949-699-1495
OR CONTACT OUR GLOBAL/AIRWAYS SALES DEPARTMENT AT 949-412-5344 (Jeff Cordova)**

SHIPMENT INFORMATION:

Number of Pieces: _____ Approximate Total Weight: _____

Dimensions (in inches):

PCS	DIMENSIONS (Length x Width x Height)			PCS	DIMENSIONS (Length x Width x Height)			PCS	DIMENSIONS (Length x Width x Height)		
	X	X	=		X	X	=		X	X	=
	X	X	=		X	X	=		X	X	=
	X	X	=		X	X	=		X	X	=

PICK-UP ORIGIN:

--

COMPANY NAME

EXHIBITOR NAME & BOOTH #

--

CONTACT NAME

PHONE NUMBER

--

E-MAIL ADDRESS

FAX NUMBER

--

ADDRESS

SUITE #/FLOOR

--

CITY

STATE

ZIP/POSTAL CODE

SERVICE LEVEL: ☐ *Ground Service*
(3-5 DayTime Definite)

☐ *2nd Day/Express*

☐ *Overnight*

DESTINATION ADDRESS (AIMExpo):

☐ Brede Advanced Warehouse
2502 Lake Orange Dr.
Orlando, FL 32837-7802

**Delivery Date:*

☐ Direct to Show Site: O.C. Convention Center
9800 International Drive
Orlando, FL 32819

**Delivery Date:*

RETURN DESTINATION: ☐ Same as pick-up origin address.

☐ Address: _____



**AIMExpo 2014
ORANGE COUNTY CONVENTION CENTER
OCTOBER 16-19, 2014**

Airways Freight International Tradeshows is your official exhibition forwarder for **AIMExpo2014**. Our appointment is for International Forwarding, US Customs clearances and delivery to the advance warehouse or direct to venue. We will be working with multiple domestic & International exhibitors and as always, site representation will be in place for the move in and move out of the event.

**OFFICIAL INTERNATIONAL EXHIBITION FORWARDING
INTERNATIONAL SHIPPING INSTRUCTIONS**

EVENT LOCATION

Orange County Convention Center
9800 International Drive
Orlando, FL 32819

KEY EVENT DATES

MOVE IN DATES:

Targeted - October 13, 2014
General - October 14, 2014
October 15, 2014

EXHIBIT DATES:

October 16 - 19, 2014

MOVE OUT DATES:

October 19 (5pm-10pm), 2014
October 20 (8am-5pm), 2014

KEY CARGO ARRIVAL DATES

Advanced Warehouse:**

Latest delivery is October 7, 2014

Warehouse Address:

BREDE EXPOSITION
2502 Lake Orange Dr.
Orlando, FL 32837-7802

Ocean consignments LCL Orlando CFS / FCL Savannah CY

Latest arrival at CFS:

LCL - For Adv Warehouse - Orlando by Sept 16, 2014
For Direct Delivery - Orlando by Sept 30, 2014

FCL - For Adv Warehouse - Savannah by Sept 20, 2014
For Direct Delivery - Savannah by October 3, 2014

Airfreight consignments (Airport MCO)

Latest arrival at Airport:

Adv Warehouse - September 30, 2014
Direct to Show - October 7, 2014

***LCL NOTE:** When shipping LCL we recommend your shipment please to be shipped in a **direct** LCL Consolidation and NOT be travelling with personal effects shipments (due to increase in potential security exams)

****Please note**** AIMExpo is a large event. If time permits, we recommend shipping to be arranged for delivery to the **Advance Warehouse**.

CONSIGNMENT INSTRUCTIONS (FOR AIR/OCEAN WAYBILLS, CUSTOMS DOCUMENTS & SHIPPING LABELS)

FOR DELIVERY TO ADVANCE RECEIVING:		
Exhibitor Name : AIMExpo, BOOTH # _____ 2502 Lake Orange Dr. Orlando, FL 32837	Notify:	Airways Freight Corp. PH 800-228-4220 FX 479-442-6080

For Delivery DIRECT TO SHOW SITE:		
Exhibitor Name: AIMExpo, BOOTH # _____ Orange County Convention Center 9800 International Drive Orlando, FL 32819	Notify:	Airways Freight Corp. PH 800-228-4220 FX 479-442-6080

MARKING INSTRUCTIONS:

All pieces or shipping crates must be clearly marked as shown below: Pieces on pallets, even if they are banded and shrink wrapped, should be individually labeled. All wood packing material entering the USA is now subject to ISPM standards, so all non-manufactured wood packing and dunnage material must be marked with the IPPC stamp.

AIMExpo 2014,

CASE ____ OF ____

ORANGE COUNTY CONVENTION CENTER

GROSS WT: ____ KGS

ORLANDO, FLORIDA USA

NET WEIGHT ____ KGS

LIFTING POINTS

EXHIBITOR: _____

MADE IN: (COUNTRY OF ORIGIN)

BOOTH NO: _____

CUSTOMS CLEARANCE

Airways Freight Corporation will arrange for customs clearance for both the import and export of your exhibition materials. All articles for give-away, sales, or consumption, will be cleared as permanent entries. For goods that will be re-exported, we recommend use of an ATA Carnet, especially for non EPA/DOT Compliant commodities (i.e. vehicles, helmets). Other commodities can be entered on a temporary basis. *Please, however, insure that your invoices clearly distinguish between items that will be consumed and items that will be re-exported.* All commercial invoices should be sent to us prior to shipment for our review at:

IMPORTANT US CUSTOMS RULE CHANGE AFFECTING SEA FREIGHT SHIPMENTS: 10+2 Importer Security Filings are now mandatory for any ocean shipments entering the United States through any US Seaport. This rule is now in effect and being strictly enforced by US Customs and Border Protection (CBP). Failure to comply 10+2 ISF rules could result in your shipment being delayed and subject you to heavy penalties for late and/or inaccurate data filing. For guidance with proper compliance and/or assistance with your ISF filing, please contact Airways Freight Corp.

Further information is also available at CBP web link:

http://www.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing/

DOCUMENTARY REQUIREMENTS

- **1 ORIGINAL AND 5 COPIES OF COMMERCIAL INVOICE & PACKING LIST**
- **1 ORIGINAL AIRWAY BILL OR 1 SEAWAY BILL*** OF LADING (EXPRESS RELEASE OCEAN BILL OF LADING)**
- **ISF FILING INFORMATION 4 DAYS BEFORE SAILING FROM FOREIGN PORT AND**
- **POWER OF ATTORNEY ISSUED TO AIRWAYS FREIGHT CORP.**
- **FOR DOT/EPA REGULATED ITEMS PERMITS OR EXEMPTION DOCUMENTATION IS REQUIRED**

- **Separate commercial invoices should be provided for temporary and consumable entries** (consumables include give-away items). Invoices should detail the contents of each carton in English and should state per unit as well as total value and should contain full descriptive detail of each commodity shipped along with any corresponding model and serial numbers for equipment or hardware.
- **Pre-sold goods** must be clearly identified as such, so that appropriate importer information, and customs data, can be gathered, prior to entry. Please notify us prior to shipment if your equipment has already been sold.
- ****Functioning equipment or machinery powered by combustion engines**** is subject to **U.S. EPA and U.S. DOT compliance standards**, and as such, cannot remain in the USA unless it is properly documented and conforms with U.S. DOT/EPA standards. If you are sending this type of equipment with intentions of selling it or leaving it in the USA, you must be certain that it meets these standards prior to shipment of your cargo. for further information on this, see <http://www.epa.gov/otaq/imports> and <http://www.nhtsa.gov/cars/rules/import/>
- **Items for human consumption**, (including samples) may be subject to FDA inspection and approval before being allowed to enter the United States. If you are shipping any FOOD ITEMS, exhibitors must be PRE – REGISTERED with US FDA prior to shipping items. FDA registration # must be provided to Airways Freight to facilitate customs clearance. Please submit at least one week prior to arrival of your cargo, copies of your commercial invoice and photocopies of the labels of your products that are for human consumption so that they can be reviewed in advance of the arrival of your goods.
- **Textiles** – If shipped we must have country of manufacture, type of textile (i.e. – leather and type)
- **Sport Sunglasses** – These can ONLY be imported into USA if shipper provides proof of drop ball test prior to shipping
- **All shipments must be pre-alerted to Airways Freight Corporation**, 2 days prior to arrival for air freight, and 4 days prior to departure for sea freight shipments. Pre-alerts should include carrier name and bill nos., arrival flight/vessel details, as well as copies of all shipping documents & for SEA shipments ISF data.

IMPORTANT NOTE: FORWARDER SERVICES ARE NOT THE SAME AS DRAYAGE SERVICES! Unlike shows in other parts of the world, on-site material handling (delivery from advance receiving, unloading from truck, positioning in stand, removal, storage, return of empties, and loading on truck), is managed by the General Contractor. In this case, that is *Brede Exposition Services*. This means, liability and responsibility for the cargo passes to the General contractor from us at the dock of the convention center, or advance receiving location. This also means a work order and payment arrangement must be made with both the forwarder (*Airways*) and the contractor (*Brede Exposition Services*).

PAYMENT REQUIREMENTS

Charges for all transportation, clearance, and delivery will be billed to International exhibitors via our International partners. Airways Freight Corp. accepts VISA, MASTERCARD and AMERICAN EXPRESS.

CONTACT INFO

AIRWAYS FREIGHT
LAND • AIR • SEA
INTERNATIONAL TRADE SHOW DIVISION

**USA & CANADA
INTERNATIONAL**

800-643-3525 (Toll Free)
TEL: 479/442-6301
FAX: 479/442-6080

Bob Stinson - INTL TRADESHOW MANAGER
Tony Dawes - PROJECT MANAGER
Hunter Waddle - INTL AIR PROJECTS
Tim Ray - INTL SEAFREIGHT PROJECTS

bobs@airwaysfreight.com
tonyd@airwaysfreight.com
hunterw@airwaysfreight.com
timr@airwaysfreight.com

AIMExpo 2014
October 16-19, 2014 - Orlando, FL
Transborder Shipping & Customs Clearance Services

Airways Freight Corporation is pleased to be appointed as the official, air carrier, ground carrier, and customs broker, for **AIMExpo 2014**. In this capacity, Airways will be able to support exhibitors with any transportation or customs need they have, by any mode, and will have a site team at the show venue. Airways team can coordinate freight forwarding from all Canadian locations, customs clearance, delivery, and re-exportation of Canadian shipments, after close of the exhibition. Two of the keys to successful exhibition are early logistical planning, and attention to detail. We therefore encourage you to take note of the key information contained in these instructions and start your successful planning now!

KEY DATES	Advanced warehouse:	Latest delivery by October 7
	Move In (direct to show site):	Targeted - October 13 / General - October 14 & 15
	Show Dates:	October 16 - 19
	Move Out:	October 19 (5pm - 10pm), October 20 (8am - 5pm)

CANADIAN EXHIBITOR TRANSPORT TIMELINE	CANADIAN LOCATIONS	LTL	FTL
	Vancouver	6 Business days	4 Business days
	Rest of West Canada	7 Business days	4 Business days
	Toronto	5 Business days	3 Business days
	Montreal / Ottawa	4 Business days	4 Business days
	Rest of East Canada	5 Business days	5 Business days

IMPORTANT SHIPPING NOTES:

*Airways can provide **TRANSPORT ONLY** or **TRANSPORT + CLEARANCE SERVICES**. Please confirm your needs when discussing your requirements for AIMExpo 2014. Additional to our transport timeline, please allow an additional **24 – 48 hrs.** for customs clearance services.

*Airways will retain the event floor plan on file to assist exhibitors with their assigned move in schedule

*Including in our provided pricing will be the assurance that site service is in place for you during AIMExpo 2014. Labels will be provided and return needs discussed directly at exhibitor booths.

CONSIGNMENT INSTRUCTIONS (commercial invoices, packing lists, should be addressed as follows):

For Delivery to ADVANCED WAREHOUSE:		
Exhibitor Name AIMExpo, BOOTH # _____ 2502 Lake Orange Drive Orlando, FL 32837	Notify:	Airways Freight Corp. PH 800-228-4220 FX 479-442-6080

For Delivery DIRECT TO SHOW SITE:		
Exhibitor Name AIMExpo, BOOTH # _____ Orange County Convention Center 9800 International Drive Orlando, FL 32819	Notify:	Airways Freight Corp. PH 800-228-4220 FX 479-442-6080

MARKING INSTRUCTIONS: All pieces or shipping crates must be clearly marked as shown below: Pieces on pallets, even if they are banded and shrink wrapped, should please be individually labeled:

AIMExpo 2014

EXHIBITOR: _____
BOOTH NO: _____

CASE ____ **OF** ____
GROSS WT: ____ **KGS**
NET WEIGHT ____ **KGS**
LIFTING POINTS
MADE IN (COUNTRY OF ORIGIN)

*All transactions subject to Airways Terms & Conditions

CUSTOMS CLEARANCE

The Airways Freight trans-border division can arrange for all customs clearance requirements for both the import and export of your exhibition materials. All articles for give-away, sales, or consumption, will be cleared as dutiable entries. For goods that will be re-exported, we can assess specific needs based on commodities and values being shipped. *Please, however, insure that your invoices clearly distinguish between items that will be consumed and items that will be re-exported.* All commercial invoices should be sent to us prior to shipment for our review at 1.479.442.6080 Attn: jamesl@airwaysfreight.com / Trans border manager.

DOCUMENTARY REQUIREMENTS: 1 ORIGINAL AND 3 COPIES OF COMMERCIAL INVOICE & PACKING LIST

- **Separate commercial invoices should be provided for temporary and consumable entries** (consumables include give-away items). Invoices should detail the contents of each carton in English and should state per unit as well as total value and should contain full descriptive detail of each commodity shipped along with any corresponding model and serial numbers for equipment or hardware.
- **Pre-sold goods** must be clearly identified as such, so that appropriate importer information, and customs data, can be gathered, prior to entry. Please notify us prior to shipment if your equipment has already been sold.
- ****Functioning equipment or machinery powered by combustion engines**** is subject to U.S. EPA compliance standards, and as such, cannot remain in the USA unless it is properly documented to conform to current U.S. EPA standards. If you are sending this type of equipment with intentions of selling it or leaving it in the USA, you must be certain that it meets these standards prior to shipment of your cargo. for further information on this, see <http://www.epa.gov/otaq/imports>
- **All shipping invoices should please be forwarded to Airways Freight Corporation for review prior to shipping from Canada.**

HEAVY EQUIPMENT/OUT OF GAUGE CARGO

Out of gauge cargo, break bulk cargo, and overweight containers, will require special permits for transportation from the port/airport to the show site. Cargo exceeding the below weight or measure below should be alerted to us 14 days prior to arrival, so that oversized permits and equipment may be obtained:

Maximum container (over the road) limitations	17,230.0 KGS (20'), 20,400.0 KGS (40')(any type container)		
maximum length: 1828 cm	maximum width: 259 cm	maximum height: 365 cm	

*Container shipments over above weight may be required to be stripped at the port of arrival prior to delivery.

INSURANCE

It is up to the exhibitor to confirm that they have insurance in place with their own provider, and that their policy will extend coverage of their stand and equipment during transit to and from the show, as well as while it is on the stand. If your policy provider cannot extend adequate coverage, please contact Airways about obtaining proper coverage of your goods.

PAYMENT REQUIREMENTS

Terms are 21 days from the receipt of your invoice or a valid credit card account number prior to delivery of your goods to the show can secure charges for all transportation, clearance, and delivery. Airways accepts VISA, MASTERCARD, and AMERICAN EXPRESS.

GETTING TO THE SHOW

Airways Freight Corporation is pleased to offer complete forwarding services for Canadian exhibitors.. If you have any questions regarding any of this information, please simply feel free to call or fax the International Tradeshow staff at Airways Freight Corporation at:

EMAIL	tonyd@airwaysfreight.com jamesl@airwaysfreight.com
USA & CANADA INTERNATIONAL WEBSITE	800-643-3525 (Toll Free) 479/442-6301 Fax: 479/442-6080 www.airwaysfreight.com

Request For Set-Up By Non-Official Exhibitor Appointed Contractor



This form must be completed to authorize an outside Installation & Dismantle contractor to install/dismantle your display.

When not performed by the employee of the exhibiting company, the unpacking, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Brede Exposition Services/Allied Convention Service, Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Brede/Allied in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Brede/Allied no later than September 16, 2014. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the **Orange County Convention Center**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Brede/Allied with **Certificates of Insurance naming Brede Exposition Services/Allied Convention Service, Inc., Market Place/Motorcycle Group, AIMEXPO 2014 and the Orange County Convention Center as additional insured's** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Brede/Allied to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the certificate of insurance from the non-official contractor are not received by **September 16, 2014, your non-official contractor will be allowed to supervise only. There will be no exceptions after the Deadline. All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. We urge that you require your EAC to send their certificate of insurance certified by Priority Mail, Federal Express, UPS, etc. to obtain proof of delivery.**

PLEASE MAIL OR FAX YOUR COPY TO BREDE/ALLIED

EVENT	AIMEXPO 2014	
COMPANY NAME	BOOTH #	
NON-OFFICIAL CONTRACTOR		
CONTRACTOR ADDRESS		
EMAIL		
PHONE#	FAX#	
ESTIMATED ARRIVAL AT SHOW	# OF WORKERS	
AUTHORIZED BY	TITLE	

IT SHOWS WHEN YOU USE **BREDE / ALLIED**



Find more on Bredeallied.com

Labor/Forklift



Labor/ Forklift Rates

Labor Hours				Per Laborer, Per Hour		5K Forklift, with Driver	
STRAIGHT TIME	8am-4:30pm, Monday-Friday			\$	69.75	\$	149.75
OVERTIME	4:30pm-12am, Monday-Friday & 8am -12am ,Saturday & Sundays			\$	104.75	\$	184.75
DOUBLE TIME	12am-8am, Monday- Sunday & all Holidays			\$	139.50	\$	219.50
Labor	Option (A or B)	Dates Required	Time	# Laborers Requested	Total Estimated Hours	Total Cost	
Installation						=	\$
Dismantle						=	\$
Forklift Labor							
Installation						=	\$
Dismantle						=	\$

Option A: Brede/Allied Supervised

- All work performed & supervised by Brede/Allied Personnel.
- Charge for supervisory service is 30% of total daily of labor bill, with a \$69.75 minimum.
- Work performed under Brede/Allied supervision is straight time when possible.

An outbound Bill of Lading must be completed and turned in at the Brede/Allied Service Desk.

Installation

Shipped to ___ Warehouse ___ Show site Special Equipment Required:
Scheduled Delivery Date ___ / ___ / ___
Shipment : ___ Crates ___ Boxes ___ Carpet/Pad
Carpet (if not shipped): ___ from Brede/Allied ___ None
Blueprints/Instructions: ___ Attached ___ with Display (Crate # ___)
Electrical Under Carpet? ___ Yes ___ No

Dismantle

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____
Official Show Carrier: ___ Ground ___ Air Telephone Number: _____
Other Carrier: _____

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at the Brede/Allied Service Desk at scheduled time.

Important Notes

- Starting time can be guaranteed only when labor is ordered for 8am.
- Labor will not be assigned until the exhibitor reports to the service/ labor desk.
- Labor & services ordered by other contractors, must be authorized, in writing, prior to show set up by the exhibiting company. A certificate of insurance must also be presented to Brede/Allied prior to any other contractor beginning work on the show floor. Payment for labor & services is the responsibility of the exhibitor.

Show Site contact:

Phone #: _____

- Labor orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per laborer ordered will be charged.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.

All labor is billed on a 1 laborer, 1 hour minimum. No shows will be billed at the minimum per laborer rate.

Form
Total

Subtotal \$

Labor Total \$



Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____

BOOTH# _____

aimexpo

IT SHOWS WHEN YOU USE BREDE / ALLIED



Find more on Bredeallied.com

Orlando Labor Guidelines



To assist you in planning for your participation in this convention, we're certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdictions the various unions have we ask you to read the following:

EXHIBIT INSTALLATION AND DISMANTLING

Currently we have an agreement with the Local IATSE Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union. Labor can be ordered in advance by returning the Labor Order Form, or at showsite at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working in your booth.

MATERIAL HANDLING

FULL TIME COMPANY PERSONNEL IN A COMPANY OR PRIVATELY OWNED VEHICLE MAY UNLOAD AT A DESIGNATED AREA. Freight must be on wheels or fit on your own small two or four wheel dolly. Brede/Allied will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by Brede/Allied.

TIPPING

Brede/Allied requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Brede/Allied representative at the service desk or correspondence may be directed to the attention of the General Manager at our Orlando address.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede/Allied cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.



Find more on Bredeallied.com

Secured Accessible Storage



THIS IS NOT AN ORDER FORM. THIS SERVICE MUST BE ORDERED ON SITE.

An accessible storage area will be available at the facility, whenever possible, for the exhibitor's literature and giveaway items. Brede/Allied staff will be available to access storage items during show hours, one hour prior to show opening and 1/2 hour after show closing each day. Due to fire regulations and for security purposes, NO large deliveries can be made during show hours. Only items that can be hand-carried from the storage area to the booth will be delivered during show hours. All materials in storage on the last day of the show will be returned to designated booths at the close of the show. Show Management reserves the right to stop deliveries at any time during show hours, so please schedule deliveries prior to the show opening each day. **PLEASE NOTE:** This is Accessible Storage, not Secured Storage. This is not Empty Storage. Accessible Storage items may not be the first items returned to your booth at the close of the show.

SET UP:	One time set up charge of:	\$128.50
STORAGE:	<u>Size of Storage Space (sq. ft.)</u>	<u>Rate (per day)</u>
	0-25	\$128.50
	26-50	\$192.25
	51-100	\$256.50
	101-150	\$320.75
	151-200	\$384.50
ACCESS RATES:	There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.	
ACCESS CHARGES:		
Straight Time:	8am-4:30pm, Monday-Friday	\$69.75
Overtime:	4:30pm-12am, Monday-Friday & 8am-12am, Saturday & Sunday	\$104.75
Double Time:	12am-8am, Monday-Sunday & all Holidays	\$139.50



Find more on Bredeallied.com

All goods stored with Brede/Allied are stored at your own risk. Accessible storage is intended strictly for giveaway items. Valuables should not be placed in Accessible Storage. We shall not be liable for any injury, loss, theft or destruction, including but not limited to act, breach of contract, breach of warranty, water, condensation, fires, floods, Acts of God, or any act beyond our sole control. We are not liable for any direct, consequential or incidental damages nor for loss which may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions or brokerage, for any freight or drayage.